



## STATE LANDS COMMISSION CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	STATE LANDS COMMISSION	<b>RELEASE DATE:</b>	Monday, August 31, 2009
<b>POSITION TITLE:</b>	Chief, Division of Environmental Planning and Management	<b>FINAL FILING DATE:</b>	Tuesday, September 22, 2009
<b>CEA LEVEL:</b>	CEA 2	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 7,815.00 - \$ 8,616.00 / Month	<b>BULLETIN ID:</b>	08312009_1

### POSITION DESCRIPTION

The Division of Environmental Planning and Management (DEPM) was established to ensure the compliance of the California State Lands Commission (Commission) with the provisions of the California Environmental Quality Act (CEQA), and to provide analytical staff services (policy and technical) to the members of the Commission, its Executive Officer, and line programs.

As a member of the Executive Staff, the Chief, Division of Environmental Planning and Management works with the Executive Office and other divisions to address the most complex environmental, natural resource, and planning issues that come before the Commission. The Chief has the responsibility to develop, plan, organize, and direct the Commission's diverse and complex environmental and resource planning program, which includes developing and implementing comprehensive plans or programs to identify, describe, preserve, restore, and otherwise manage such resources on lands under the Commission's jurisdiction; manage the preparation of complex environmental documents and land use planning/public trust reports; supervise a program to monitor the implementation and effectiveness of mitigation measures imposed by the Commission; consult with the Attorney General's Office on matters concerning the environmental process and related litigation; represent the Commission or the Executive Officer in the most sensitive or complex matters before the California Coastal Commission and the Delta Protection Commission, respectively; confer, cooperate with, and secure the support and participation of various public and private organizations in connection with the environmental protection of or planning for State lands; address interested groups on various phases of the Commission's environmental or planning programs; serve on a variety of related committees or interagency/intergovernmental task groups; and provide counsel on various environmental considerations, complex land use planning issues, and other related matters.

The incumbent will have contact with the Executive Office, Commission members and their staff, the Attorney General's Office, State Legislators, federal officials, other State agencies, public interest organizations, city and county officials, private industry, and other division chiefs and staff

within the Commission.

## **MINIMUM QUALIFICATIONS**

Applicants must meet the following minimum qualifications:

### **Either I**

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

### **Or II**

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

### **Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

### **Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

## **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies

(experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

In appraising experience, weight will be given to the following desirable qualifications, as well as possession of the aforementioned minimum qualifications.

Thorough knowledge of the CEQA and the State CEQA Guidelines, as well as a general familiarity with the National Environmental Policy Act (NEPA) and Council on Environmental Quality (CEQ) Guidelines; principles of natural resource management, including a broad based background in the specific areas of sovereign, granted, and school land management; principles of land use planning and environmental studies; Federal and State law and administrative regulations relating to environmental protection of sensitive resources; Federal, State, and local land and resource management programs; policies and procedures of the California State Lands Commission; principles and practices of public administration and personnel management and supervision; knowledge and experience in evaluating and making recommendations regarding highly sensitive and complex environmental and natural resource planning or program issues; ability to communicate effectively, both verbally and in writing; and ability to successfully negotiate in the best interest of the Commission and State of California.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief, Division of Environmental Planning and Management**, with the **STATE LANDS COMMISSION**. Applications will be retained for twelve months.

*The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.*

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of Chief

Division of Environmental Planning and Management, with the CA State Lands Commission. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

The examination will consist of an application (form 678)/resume, Statement of Qualifications, and writing sample evaluation. These items may be the only basis for your final score.

Interviews may be conducted as part of the examination process. (Hiring interviews may be conducted with only the most qualified candidates, if such interviews are determined necessary to make a selection.)

## **FILING INSTRUCTIONS**

Applications submitted without a Statement of Qualifications or a writing sample will be rejected.

### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.
- Writing Sample, not to exceed three pages in length.

### **Applications must be submitted by the final filing date to:**

STATE LANDS COMMISSION, Personnel Office  
100 Howe Ave, Suite 100-S, Sacramento, CA 95825  
Mary Murray | 916-574-1910 | murraym@slc.ca.gov

## **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

## **GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The STATE LANDS COMMISSION reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>